

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

**THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, SEPTEMBER 16, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.**

1. **MINUTES** – Regular Minutes of September 2, 2009
2. **ORDER OF LAYOFF**
  - a. Communication from Patrick H. West, City Manager
  - b. Staff report prepared by Diane Dzodin, Administrative Officer
3. **BULLETIN** – Geographic Information Systems Analyst
4. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Animal Health Technician (3/25/09, 4/1/09)  
Office Services Assistant (**3 months**)  
Senior Accountant (**3 months**)  
Water Treatment Operator (3/18/09, 4/1/09)
5. **RETIREMENTS**  
Angela Navarro/Customer Services Supervisor I/Financial Management (20 yrs., 4 mos.)  
Cindy Baisz/Clerk Typist II/Public Works (8 yrs., 3 mos.)  
Linda Ahumada/Special Services Officer II/Public Works (31 yrs., 1 mo.)
6. **CONSIDERATION OF HEARING OFFICER'S REPORT** - Suspension Appeal 04-S-89  
(Mailed to CSC 8/28/09)  
Report prepared by Robert Kilpatrick, Attorney at Law
7. **MANAGERS' REPORT**
8. **NEW BUSINESS**
9. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**9:00 AM – DISMISSAL HEARING 01-D-89**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
SEPTEMBER 9, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 9, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:** Ahmed Saafir

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the minutes of the regular meeting of September 2, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION  
TO CIVIL SERVICE RULES AND  
REGULATIONS SECTION 115(3):**

**CIVIL ENGINEERING ASSOCIATE**

The Secretary presented a staff report, prepared by him, requesting Commission approval to an exception to Article IV, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to approve the upcoming selection process for Civil Engineering Associate as an open-competitive examination, but limit the candidate pool to current City employees. The Secretary briefed the Commission regarding the request to conduct the examination open-competitive to City employees rather than open competitive. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to approve the Exception to Civil Service Rules and Regulations Section 115(3), Article IV, Section 7 – Qualification and Requirements. The motion carried by a unanimous roll call vote.

**REQUEST FOR ORDER OF LAYOFF:**

The Secretary presented an Order of Layoff to the Commission for the Administrative Analyst, Real Estate Technician, Principal Building Inspector and Cultural Program Supervisor classifications, as requested by Patrick H. West, City Manager, which included the impacted classifications of Senior Combination Building Inspector, Carpenter, General Maintenance Assistant, Maintenance Assistant, and Combination Building Inspector Aide. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. Ms. Dzodin briefed the Commission regarding the layoffs. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried unanimously.

**BULLETIN:**

**CIVIL ENGINEERING ASSOCIATE**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING ELIGIBLE LISTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Carpenter  
Library Clerk

**RETIREMENTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Eugene Knight/Gas Field Service Representative II/Long Beach Gas & Oil  
Greg Adamson/Electrician/Public Works  
Herbert Brown/Gas Field Service Representative II/Long Beach Gas & Oil

**RESIGNATION:**

**RUTH PRYOR/HOUSING SPECIALIST I/COMMUNITY DEVELOPMENT**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the subject resignation be received and filed. The motion carried by a unanimous roll call vote.

**TRANSFERS:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Omar Dubon/Maintenance Assistant II/Library to  
Maintenance Assistant II/Airport  
Bernita Harrison/Maintenance Assistant I/Health to  
Maintenance Assistant I/Library  
Matheresa Alfonso/Administrative Analyst III/Airport to  
Administrative Analyst III/Public Works

**SCHEDULE FOR HEARINGS:**

It was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Suspension Appeal 21-S-89, October 17, 2009  
Disability Retirement Appeal 16-DR-89, November 12, 2009

**RESCHEDULE FOR HEARING:**

**SUSPENSION APPEAL 2-S-89, OCTOBER 16, 2009**

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject hearing reschedule be approved. The motion carried by a unanimous roll call vote.

**CONSIDERATION OF HEARING OFFICER'S REPORT:**

**SUSPENSION HEARING 31-S-78**

The Secretary presented a report prepared by Hearing Officer Joseph Heath, Attorney at Law, to the Commission, regarding the subject hearing which was conducted on July 23, 2009. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the hearing officer's report be approved as prepared. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

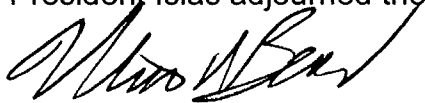
Diane Dzodin, Administrative Officer, thanked staff for their assistance on the order of layoff.

Melinda George, Deputy Director, congratulated Lourdes Ferrer, Personnel Analyst and Donna deAraujo, Assistant Administrative Analyst for completing the CPS HR Academy.

The Secretary informed the Commission that he attended the Budget Oversight Committee and City Council meetings on Tuesday, September 8, 2009. He stated the Budget Oversight Committee recommended to the City Council cutting the vacant Personnel Analyst position in the Civil Service Department to provide additional savings. He stated that at the regular City Council meeting, City Council approved the recommendation and cut the position, increasing the department budget reduction to approximately 12% of its budget, rather than 6% as requested by the City Manager. He stated that eliminating this position out of the department budget would adversely affect Civil Service Commission core services, and Charter mandated responsibilities.

**ADJOURNMENT:**

There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh

# GEOGRAPHIC INFORMATION SYSTEMS ANALYST

Job Number: 123

## **SALARY RANGE:**

Grades I - III: \$1,912.00 to \$3,099.76 Biweekly  
\$4,157.00 to \$6,739.00 Monthly

**Applications Available: 7:30 a.m. to 4:30 p.m.,  
September 18, 2009 through October 2, 2009.**

**Completed applications and supplemental applications  
must be received in the Civil Service Department by  
4:30 p.m., October 2, 2009. Postmarks will not be  
accepted. Online applications are encouraged.**

**REQUIREMENTS TO FILE: A.** Graduation from an accredited four-year college or university with major coursework in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning or a related field (proof required)\* **-AND-** at least two years of full-time equivalent paid professional experience in the use and administration of Geographic Information Systems; up to two years of additional (full-time equivalent) paid professional experience may be substituted for educational requirements on a year-for-year basis. **-OR- B.** Education equivalent to a two-year degree in Geography, Computer Science, Engineering, Business Administration, Mathematics or a related field (proof required)\* **-AND-** a minimum of three years of full-time equivalent paid professional experience as a Geographic Information System Technician, Engineering Technician, or Senior Engineering Technician with the City of Long Beach with at least two years (full-time equivalent) paid professional experience in the use of the Geographic Information System; up to one year of additional full-time equivalent paid professional experience may be substituted for one year of the educational requirement.

Willingness to work occasional nights, weekends, holidays and overtime as required.

Some positions may require the ability to pass a security investigation.

Proof of a valid motor vehicle operator's license is required at time of appointment. A current DMV driving record must be submitted to the hiring department.

**DESIRABLE QUALIFICATIONS:** Experience designing and programming GIS applications using ARC Server software and products; GIS applications with Bentley products including Map and Microstation, and using Autodesk software and products.

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., October 7, 2009 via email [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or fax to (562) 570-5293.**

**EXAMPLES OF DUTIES:** Under supervision, performs specialized technical work involved in the administration, design, development and implementation of the Geographic Information System (GIS); inputs geographic information; oversees the installation of hardware and software; develops and implements Geographic Information System policies and procedures necessary for the input, security, maintenance, and reporting of geographical data; trains technical staff in the use and maintenance of the Geographic Information System; researches, analyzes, and evaluates hardware and software products for use in the Geographic Information System; participates in the selection of Geographic Information System staff; conducts research and identifies solutions to system problems; directs the implementation of corrective enhancements; interfaces with functional/user personnel to define geographic system requirements; may schedule, assign, monitor, and review the activities and projects assigned to technical staff; may select, train, evaluate, and discipline assigned staff; performs other related duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure of placing qualified individuals on the eligible list. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications and required supplemental applications submitted. As vacancies occur, the names of qualified applicants will be submitted to the requesting department for consideration. The eligible list will remain in effect for at least six months.

**If you have not received notification by October 12, 2009, please contact the Civil Service Department at (562) 570-6202, or email at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).**

This information is available in an alternative format by request at (562) 570-6202. GISA/EE1AN-10 J.O.B. 123-10 CM 9/16/09